

~~CONFIDENTIAL~~

OFFICE OR STAFF LOGISTICS,  
GENERAL SERVICES OFFICE

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

954

Page 1 of 10 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Record)
<u>GENERAL SERVICES OFFICE</u> <u>OFFICE OF THE CHIEF</u> Physical Secur Of	(Code L) GS-080-12	417	<u>LOGISTICS OFFICE</u> <u>ADMINISTRATIVE STAFF</u> Physical Sec Of (Place on T/O after R703)	(Code R) GS-1810.07	11/12 <input type="checkbox"/>		25X1
<u>RECORDS SERVICES DIVISION</u> <u>RECORDS MANAGEMENT AND DISTRIBUTION BRANCH</u> <u>MAIL CONTROL SECTION</u> 25X9A2			<u>ADMINISTRATIVE STAFF</u> <u>MAIL AND COURIER BRANCH</u> Mail and File Sup Mail and File Sup Mail Supervisor Mail File Clk-Typ	GS-0305.06 09 GS-0305.06 08 GS-0305.04 07 GS-0305.08 04			25X1
Delete all positions (total)			<u>MAIL SECTION</u> Mail and File Sup Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk	GS-0305.06 06 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 03 GS-0305.03 03			
<u>MAIL UNIT</u> Delete all positions (total)			<u>COURIER SECTION</u> Courier Courier Courier	GS-0301.35 06 GS-0301.35 06 GS-0301.35 05			

NEW OFFICE TOTALS

25X1A9A

APPROVAL

d. Please make changes on office  
new machine printed T/O page(s) is

Chief, Class. & Wage Div.  
TITLE

~~CONFIDENTIAL~~

CHANGE AUTHORIZATION

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

Page 2 of 10 Pages

OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL	NET CHANGE	ORGANIZATION CODE
LOGISTICS, GENERAL SERVICES OFFICE				954	NEW BR. & DIV. TOTALS	(Machine Records)
DELETIONS		ADDITIONS				
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	
		(Code L)	Courier	GS-0301.5-05	748.11	
			Courier	GS-0301.5-01	749	
			Courier	GS-0301.5-01	thru	
			Messenger	CPC-110 -03	749.19	
			Messenger	CPC-110 -03	750	
			Truck Drvr-Hvy Duty	WB 09	thru	
			Truck Drvr-Hvy Duty	WB 09	750.10	
					751	
					thru	
					751.06	
SPACE MAINTENANCE AND FACILITIES DIVISION			REAL ESTATE AND CONSTRUCTION DIVISION			
OFFICE OF THE CHIEF			SPACE MAINTENANCE AND FACILITIES BRANCH			
Delete all positions (total)			OFFICE OF THE CHIEF			
			Adm Services Of			
			Clerk Steno			
			GS-0301.09-11			
			GS-0312.01-05			
			752			
			754			
BUILDING MAINT AND UTILITIES BRANCH			BUILDING MAINTENANCE AND UTILITIES SECTION			
Delete all positions (total)			Bldg Services Supt			
25X9A2			GS-1611.01-13			
			GS-1611.01-12			
			GS-1611.01-11			
			GS-1611.01-09			
			CPC-322 -10			
			GS-0301.26-05			
			GS-0312.01-05			
			GS-0312.01-05			
			GS-0301.26-03			
			755			
			756			
			757			
			758			
			759			
			760			
			761			
			761.01			
			762			
NEW OFFICE TOTALS			APPROVAL			
			The T/O changes listed above are hereby approved. Please make changes on office			
			rec			
			rec			
			Chief, Class. & Wage Div.			
			TITLE			

CONFIDENTIAL

Approved For Release 2005/08/03 : CIA-RDP78-03568A000800120006-4

OFFICE OR STAFF LOGISTICS,  
GENERAL SERVICES OFFICE

OFFICE CODE

REQUEST DATE

APPROVAL DATE

CONTROL NO.

954

Page 3 of 10 Pages

DELETIONS

ADDITIONS

NET CHANGE

ORGANIZATION

ORGANIZATION  
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ORGANIZATION  
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

NEW BR. &  
DIV. TOTALS

CODE  
(Machine Record)

TELEPHONE SECTION

total)

25X9A2

(Code L)

TELEPHONE UNIT

(Code R)

Tele <input type="checkbox"/> Serv Sup	GS-0383.01 09	763
Tele <input type="checkbox"/> Serv Sup	GS-0383.01 07	764
Telephone Sup	GS-0382.02 07	765
Telephone Sup	GS-0382.02 06	766
Clerk	GS-0301.26 05	767
Telephone Sup	GS-0382.02 05	768
Clerk Typist	GS-0322.01 04	769
Telephone Operator	GS-0382.01 04	770
Telephone Operator	GS-0382.01 04	thru 770.21

25X1

SPACE ACQUISITION AND UTILIZATION BRANCH

total)

SPACE ASSIGNMENT AND UTILIZATION SECTION

Adm Services Of	GS-0301.09 12	771
Adm Services Of	GS-0301.09 11	772
Adm Services Of	GS-0301.09 11	772.01

OFFICE OF THE CHIEF

PRINTING AND REPRODUCTION DIVISION

OFFICE OF THE CHIEF

Publications Of	GS- 010-14	433
Prod Spec-Prtg	GS-1152-12	475

Ptg Prod Spec	GS-1152.09 14	774
Publications Of	GS-0010.20 14	775
Ptg Prod Spec	GS-1152.09 13	776
Ptg Prod Spec	GS-1152.09 12	777
Adm Assistant	GS-0301.02 07	778
Clerk Typist	GS-0322.01 03	779

PRINTING AND REPRODUCTION DIVISION

PRODUCTION AND CONTROL BRANCH

Delete all positions ☐ 25X9A2

Ptg Prod Spec	GS-1152.09 12	730
---------------	---------------	-----

NEW OFFICE TOTALS

APPROVAL

25X1A9A

The I/O changes listed above are hereby approved. Please make changes on office machine printed I/O page(s) is

**CONFIDENTIAL**

Chief, Class. & Wage Div.

TITLE

25X1

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

Next 6 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

~~SECRET~~

25X1

ORGANIZATION  
(Date)

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

TRANSFER OF GENERAL SERVICES FUNCTIONS AND RESPONSIBILITIES

1. GENERAL. Effective 15 February 1954, the General Services Office is abolished and its functions and responsibilities are transferred as indicated below:

GSO Element or Function

Transferred to:

✓ Printing and Reproduction Division.

Logistics Office, Printing and Reproduction Division.

✓ Printing Advisory function of the Office of the Chief, GSO.

Logistics Office, Printing and Reproduction Division.

✓ Physical Security function of the Office of the Chief, GSO. ✓

Logistics Office, Administrative Staff, Security Officer. (For physical security at the P&R Plant.)

✓ Mail Control Section (Mail and Courier Units) of the Records Management and Distribution Branch, Records Services Division. ✓

Logistics Office, Administrative Staff, Mail and Courier Branch.

✓ Space, Maintenance and Facilities Division. ✓

Logistics Office, Real Estate and Construction Division, Space, Maintenance and Facilities Branch.

✓ Machine Records Branch of the Records Services Division.

Office of the Comptroller, Machine Records Division.

✓ Records Management functions (including forms control and reports management) of the Office of the Chief, Records Services Division, and the Records Management Section and Records Center Section of the Records Management and Distribution Branch, Records Services Division.

Office of the Comptroller, Management Improvement Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE

Acting Deputy Director  
(Administration)

~~SECRET~~

OFFICE OR STAFF LOGISTICS		OFFICE CODE R	REQUEST DATE	APPROVAL DATE	CONTROL NO. 15	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE (Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	
TRANSPORTATION DIVISION HIGHWAY BRANCH Motor Vehicle Disp	GS-2151 5/6	<input type="text"/>	TRANSPORTATION DIVISION HIGHWAY BRANCH Motor Vehicle Disp	GS-2151 6	<input type="text"/>		25X1
Classification review. No change in T/O strength.							
NEW OFFICE TOTALS			APPROVAL				
T/O strength <input type="text"/> 25X9A2			The T/O changes listed above are hereby approved. Please make changes on office rec'd rec'd				
CONFIDENTIAL			Chief, Class. & Wage Div. TITLE				
FORM NO. 30-25 SEP 1952			T/O CHANGE AUTHORIZATION Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4				

25X1

25X1